



# **CITY OF ARLINGTON WATER UTILITIES REQUEST FOR QUALIFICATIONS**

**For**

## **Water Distribution Study and Master Plan Project # WUWR12011**

The City of Arlington Water Utilities Department is accepting responses to its Request for Qualifications at the location shown below until 4:00 pm, on Tuesday, March 6, 2012 for the evaluation and modeling of the City's water distribution system and development of a Water System Master Plan.

**Return responses to the Request for Qualifications to:**

**Robert D. Stanley, P.E.  
Water/Wastewater Modeling Engineer  
Arlington Water Utilities  
101 W. Abram Street  
P.O. Box 90231, MS 01-0200  
Arlington, TX 76004-3231**

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## **I. GENERAL**

The City of Arlington Water Utilities Department is seeking responses to this Request for Qualifications (RFQ) from engineering firms capable of testing, modeling, and evaluating the City's water distribution system and of developing a Water Distribution System Master Plan. The water distribution system currently serves a population of over 366,000 people across a service area of approximately 100 square miles. The system is divided into 4 pressure zones consisting of water lines 2-inch to 60-inch. The City of Arlington has 3 water treatment facilities with a current total rated production capacity of 206.6 million gallons a day. The City maintains eight (8) real-time water quality monitoring stations and is implementing advanced metering infrastructure to a pilot area of approximately 17,000 meters.

The City of Arlington maintains an all pipe model with nearly 59,000 links using H2OMap-Water. Modeled system scenarios include winter, average and maximum day demand scenarios. All scenarios are extended period simulation (EPS) capable and last calibrated in 2006. The City of Arlington also maintains a detailed Geographic Information System database of the water distribution system in ArcGIS 10 and a Renewal / Rehabilitation Prioritization program for assessing pipe condition based on physical parameters and maintenance history.

## **II. PROJECT SCOPE**

The project tentatively includes the following major elements:

1. Develop a plan for field collection of system pressure and flow data
2. Conduct pump performance testing
3. Update modeled system to include select treatment facility piping
4. Update population and demand projections, including consideration of impacts from water conservation, expanding use of reclaimed water, and areas of redevelopment
5. Perform extended period model calibration for hydraulic operation and water quality
6. Evaluate and develop alternatives to optimize system hydraulic operation, improve system pressure management, ensure system reliability, and improve water quality in the distribution system
7. Evaluate the distribution system to identify potential fire flow deficiencies and provide recommendations to improve fire flow delivery
8. Evaluate and make recommendations regarding system wide water treatment capacity, pump selection optimization, prevention of surge conditions, system operational redundancy, and emergency interconnects with adjacent water providers
9. Evaluate and consider distribution main criticality and condition assessment data (source: in-house Renewal / Rehabilitation Prioritization Application) in system improvement recommendations
10. Determine potential future system capacity, operational, and reliability deficiencies for the 5-year, 10-year, and system build-out conditions

11. Develop a comprehensive Water Distribution System Master Plan to address identified deficiencies. Master Plan shall include a phased Capital Improvement Plan with detailed project descriptions and estimated project costs.

### **III. SELECTION PROCESS**

#### **GENERAL**

The City of Arlington will select the engineering firm or team that is determined to be the most qualified to perform the work as defined in the scope of work. Teams proposed for the project should be structured in a manner where one firm is the prime (contracting party) and the other(s) will be a sub-contractor to the prime. Small, Minority and Women-Owned Business Enterprise (SMWBE) participation is not required but is encouraged.

A five person committee comprised of City of Arlington Water Utilities Department representatives will make the selection. The selection committee, using their sole discretion and judgment, will select up to four firms for further consideration based on responses to the information requested in this document. If more than one firm is short-listed for further consideration, the short-listed firms will be given the opportunity to make a presentation and answer questions from the selection committee.

The City of Arlington reserves the right to terminate this process at any time and no guarantee is expressed or implied that obligates the City of Arlington to contract engineering services for the proposed project. The City will negotiate a contract with the highest evaluated firm as determined by the selection committee. Should the negotiation with the highest evaluated firm not produce an acceptable contract, the City will begin negotiations with the second highest evaluated firm, and so on, until an acceptable contract is negotiated, or until the decision is made not to award a contract. The City of Arlington shall not be liable to any firm for costs associated with responding to this RFQ, for the firm's participation in the interview, or any costs associated with negotiations. All interested firms must submit eight (8) copies of their Qualifications at the location shown below no later than 4:00 pm, on Tuesday, March 6, 2012, addressed to:

Robert D. Stanley, P.E.  
Water/Wastewater Modeling Engineer  
Arlington Water Utilities  
101 W. Abram Street  
P.O. Box 90231, MS 01-0200  
Arlington, TX 76004-3231

**No lobbying of selection committee members, City staff, or City Council Members will be permitted or tolerated during the review process, beginning February 8, 2012.**

All questions concerning this Request for Qualifications should be directed to Robert D. Stanley, P.E., at the address provided above, by phone at (817)-459-6824, or by email at [Robert.Stanley@arlingtontx.gov](mailto:Robert.Stanley@arlingtontx.gov)). Likewise, firms wishing to receive a copy of the City's written response to all questions need to send their email address to [Robert.Stanley@arlingtontx.gov](mailto:Robert.Stanley@arlingtontx.gov). A copy of the City's written response, if any, will be e-mailed to all firms responding to this request.

## **EVALUATION CRITERIA**

The selection committee will select the responsible firm whose response to this Request for Qualifications is determined to be the most advantageous to the City based on, but not limited to or ordered by, the following factors:

- **Quality of the response to the Request for Qualifications in terms of responsiveness, conciseness, technical correctness, completeness, and presentation**
- **Project understanding and approach to planning, organizing, and project management**
- **Experience and expertise of the firm's principals, project manager and key personnel**
- **Availability of project manager and key personnel**
- **Specific experience with projects of this type**
- **History of performance on similar projects**
- **City's past experience with firm(s) and/or key project personnel**

## **SCHEDULE**

The City will attempt to adhere to the following schedule. The City reserves the right to change the schedule as needed and will notify firms in writing of any significant changes.

<b>February 8, 2012</b>	<b>Advertise Request for Qualifications</b>
<b>March 6, 2012 (4:00 pm)</b>	<b>Deadline for submittal of response to Request for Qualifications</b>
<b>March 7 - 14, 2012</b>	<b>Selection committee review of response to Request for Qualifications</b>
<b>March 15, 2012</b>	<b>Notification of short-listed firms, if any</b>
<b>April 4-6, 2012</b>	<b>Interviews with short-listed firms</b>
<b>April 18-May 16, 2012</b>	<b>Contract negotiations with selected firm</b>
<b>June 26, 2012</b>	<b>Present to City Council to recommend awarding contract</b>
<b>July 6, 2012</b>	<b>Notice to proceed</b>

## **IV. RESPONSE TO REQUEST FOR QUALIFICATIONS**

### **GENERAL**

The response to this Request for Qualifications should be as concise as possible while adhering to the format and information requirements described below. Please limit your response to a maximum of fifteen (15) double sided pages, excluding the cover letter, resumes and attachments such as study excerpts or exhibits. The response to this Request for Qualifications will consist of the following sections:

<b>Section I</b>	<b><i>General Information</i></b>
<b>Section II</b>	<b><i>Project Organization</i></b>
<b>Section III</b>	<b><i>Experience and References</i></b>
<b>Section IV</b>	<b><i>Project Approach</i></b>
<b>Section V</b>	<b><i>Summary</i></b>

### **SECTION I - GENERAL INFORMATION**

Provide the following information about each firm participating in the project (only submit information regarding the office(s) that will be involved in project):

- 1) Name and address of firm(s)
- 2) Firm(s) project contact: name, telephone number and email address
- 3) Firm(s) state(s) of incorporation
- 4) Number of years in business
- 5) Staff
  - a) Total number of employees
  - b) Number of licensed professional engineers (Texas)
  - c) Number of degreed professionals

### **SECTION II - PROJECT ORGANIZATION**

Provide the following information about each firm participating in the project:

- 1) Relationship of firms (if more than one) - explain what each firm will contribute to the project
- 2) Key personnel assigned to project and organizational relationship (i.e. Principal in charge, Project Manager, Project Engineer, etc.)
- 3) Abbreviated resume (1 double sided page maximum) for each individual identified as key personnel above that includes the following:
  - a) Name
  - b) Title within firm
  - c) Project assignment
  - d) Location of current office assignment
  - e) Education - degree(s)/year/university/specialty
  - f) Professional License - State/year

- g) Number of years with firm
- h) Experience relative to this proposed project's scope
- i) Current projects working on and estimated completion dates
- j) Percentage of time available for this project

### **SECTION III - EXPERIENCE AND REFERENCES**

The intent of this section is to obtain information about three to five similar projects the firm and project manager have completed within the past 5 years that will illustrate the firm's ability to perform services required for this project. The projects referenced should be directly related to water distribution system evaluations, modeling, and preparation of a Capital Improvement Plan. The software, methodologies, and any innovative techniques employed for the hydraulic modeling should be noted for each project. *The design and construction of sanitary sewer, water distribution, or treatment facilities should NOT be included.* The projects should be directly associated with the key personnel identified in Section II.

For each project, provide the following information:

- 1) Project name and location
- 2) Name, email address and telephone number of representative for referenced project
- 3) Project description
- 4) Scope of services provided
- 5) Approximate duration of project
- 6) Estimated completion date of project
- 7) Actual completion date of project

Excerpts of any study performed may be included as an appendix (5 double sided pages maximum). Excerpts may be submitted that do not identify the owner or system should the client not wish that information be released.

### **SECTION IV - PROJECT APPROACH**

Discuss the following, as related to the proposed project:

- 1) Approach to planning, organizing and project management, including communication procedures, approach to problem solving, cost estimating, quality control, and other similar factors
- 2) General summary of how the project would be performed
- 3) Innovative strategies or technologies that could be applied to this project.

### **SECTION V - SUMMARY**

In no more than two (2) pages, summarize your submittal and add any other comments that you feel would make your firm uniquely qualified to participate in this project. In other words, why should we hire you?